



Date: May 18, 2023

To: Summer Food Service Programs Participating in the USDA Foods Program

From: Laura Paella, Wisconsin USDA Foods Section

Subject: June 2023 Delivery of USDA Foods Procedures

Midwest Perishable, Inc. (MPI) trucking is coordinating delivery of USDA Foods for your Summer Program. Please review these delivery procedures and share with your staff who will be receiving the delivery.

Before the delivery in June, login to the [Wisconsin USDA Foods Ordering System](#) and print the SFSP June 2023 USDA Foods Order under the "Orders" tab. Staff that are responsible for meeting the MPI delivery truck driver should have a copy of the Order sheet in hand to refer to during the delivery.

The following information is what the trucking company, Midwest Perishables, Inc. (MPI), is required to provide to you, the customer:

- MPI will notify your agency, by email, no less than 48 hours before delivery to inform you of the date and approximate time that your agency will receive your delivery of the USDA Foods. MPI is not able to guarantee delivery during the delivery time quoted. However, they will do their best to make the delivery within a two-hour window of time. If MPI needs to change your delivery date, they will notify your agency of this change by phone and email.
- MPI will make deliveries Monday through Friday. Unless your agency and MPI mutually agree upon an earlier or later time, they will deliver between 6:00 a.m. and 3:30 p.m. If your delivery arrives before 6:00 a.m. or after 3:30 p.m. without your approval, your agency has the right to refuse delivery. Subsequently, you will be notified by MPI of a future delivery time that will fall within the required timeframe.

MPI coordinates the delivery routes based on county location, mileage, and poundage factors. Unavoidably, an agency may receive delivery during the lunch hour. Please recognize that delivery of USDA Foods occurs just once for SFSP and work with your staff to receive in the order at the appointment time.

- MPI is contracted to provide deliveries by tailgate method. MPI will pull your order to the tailgate of the truck or the side door. Your agency will need to have a receiving person available to lift the cases from the truck door and to transfer them to your storage facility.

During delivery of USDA Foods:

- Use the copy of the USDA Foods Order (printed from the *Wisconsin USDA Foods Ordering System*) to check against the Product and the Case Count of what the trucker is delivering.
- Ask the trucker to sign your USDA Foods Order sheet to verify the order.
- You should sign the trucker's copy of the USDA Foods Order.

- If there are any shortages or overages, inform the trucker immediately to make the correction before the truck departs. If a shortage cannot be corrected before the truck departs, make sure the trucker initials this shortage on both your agency's USDA Foods Order sheet and the trucker's copy. The trucking company can tell you if they will provide delivery of the shorted product.
- Inspect the cases for any damage. If cases are damaged, you must accept the product. However, inform the trucker of the damaged product, note the damages on the Order sheet, and have the trucker initial on both the trucker's and agency's copy of the Order sheet.

After delivery of USDA Foods:

- DPI recommends that your agency marks the incoming cases with the date received for your inventory rotating purposes.
- If there is an unresolved shortage or if there is a damaged case, your agency must report no later than July 5, 2023, for an adjustment to the handling fees. To report a discrepancy, login to the [Wisconsin USDA Foods Ordering System](#) and click on "Orders". Click on the "Discrepancy" hyperlink and enter the actual number of cases received.
- After your agency has reported a delivery shortage and/or damage in the *Wisconsin USDA Foods Ordering System*, the DPI will verify the shortage/damage with the trucking company on the trucker's signed Order sheet, and if necessary, adjust your invoice.

Make handling charge payment – after delivery:

DPI will email instructions and a remittance slip for paying Handling Charges at the end of June. A detailed invoice of fees is available in the [Wisconsin USDA Foods Ordering System](#) under Program SFSP, Year 2023, and "Invoicing" tab.

Payment will be due by **July 20, 2023**. However, **please wait** to make your ACH invoice payment until after your agency has physically taken delivery of the June 2023 USDA Foods and after DPI has emailed your remittance slip. This will eliminate overpayment issues related to any potential delivery shortages/damages.

For delivery schedule questions, please contact MPI:

Midwest Perishable, Inc. phone: (608) 273-8000

For other questions about USDA Foods, please contact DPI:

Laura Paella, Distribution Specialist, DPI USDA Foods Team
Laura.paella@dpi.wi.gov / (608) 267-4598 or dpisnusdafoods@dpi.wi.gov